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# State Court Administrative Office Judicial Information Systems

## *District Court System*

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The District Court System (DCS) was developed for use on the IBM Midrange Computer Systems to support the record keeping, caseflow management and administrative reporting needs of the district courts. This system includes Traffic/Criminal, Probation, Civil, Cash and Bond/Trust/Restitution Modules. The system is capable of multi-courting which is a feature that would allow a multi-county or multi-location district court to operate on the same computer.

### **Interactive System**

- The system provides quick index retrieval and caseflow management for Traffic, Criminal, Probation and Civil cases through the use of various data entry and inquiry screens.

### **Security**

- Courts have the ability to grant and limit access to modules, screens, reports and functions according to job responsibility.

### **On-Screen Help**

- Help Text is available from most screens. In addition, prompt windows provide direct access to code file information for inquiry, data entry and maintenance.

### **Calendar (Docket)**

- This feature provides a list of activities scheduled for any given date and time for a particular bar number. A daily calendar can be viewed on a terminal or printed in two size formats, with the option of omitting non-public and sealed cases. Month and Week at a Glance calendars are also available. Calendars can be obtained for judges, magistrates, probation officers and any clerk or department deemed necessary by the court. Non-case entries (i.e. marriages) may be supplemented to calendars. The court can block out calendar days/hours for the entire court or individually by judge, magistrate or professional to facilitate scheduling needs.

### **Central Name Inquiry**

- This feature provides a combined name inquiry and ROA access for all Traffic, Criminal, and Civil cases within the district court. Also, district courts sharing their AS400 with a circuit or probate court can view each other's case information or use the combined calendar which provides docket/calendar information for a judicial bar number regardless of the court's jurisdiction.

- Report Generator**
  - This feature provides the ability to create reports based on user defined parameters, and is available in the Traffic/Criminal, Civil and Cash Modules.
  
- AFP / HPT Printing**
  - Many immediately generated forms have been created in either AFP (Advanced Function Printing) or HPT (Host Print Transform) format. Forms generated on specified laser printers will more closely resemble forms from the SCAO Approved Forms Book.
  
- Traffic/Criminal Module**
  - This comprehensive module covers all stages of processing both Traffic and Criminal cases, from filing through disposition and closing of cases. Most updating is done through three screens; many inquiry screens are available.
  
  - **SOS/LEIN/CHR Interface**  
This feature provides the court with the ability to perform Secretary of State (SOS) and Criminal History (LEIN) inquiries. In addition, courts have the ability to add or cancel warrants from LEIN and update Criminal History Records. Case information from the JIS database is pre-loaded on the warrant and CHR entry screens.
  
  - **Abstracts/Suspensions**  
Daily electronic submission of abstracts and FAC/FCJ/FCPVs is available, eliminating the necessity of submitting hard copy abstracts or FACs. On-line correction or deletion of abstracts and FACs is also available. FACs can be terminated immediately if utilizing the SOS interface through JIS.
  
  - **Batch Show Cause**  
This option provides the ability to produce show cause notices on delinquent cases in "batch" mode. Users may select criteria to be met for generation of the actual notices, or may obtain a pre-list of cases qualifying under the designated criteria.
  
  - **Ticket Upload**  
Converts ticket information entered on laptop computers in patrol cars to the DCS system, facilitating ticket entry in the court.

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| <b>Probation Module</b>     | <ul style="list-style-type: none"><li>• This fully integrated module provides the Probation Department with inquiry access and selective update capabilities to assist the probation officers in managing post-judgment related activity.</li></ul>  |
| <b>Civil Module</b>         | <ul style="list-style-type: none"><li>• This module covers all stages of processing Civil cases including filing, entry of judgment and post-judgment actions.</li></ul>   |
| <b>Cash Module</b>          | <ul style="list-style-type: none"><li>• This portion of the system provides the ability to dispose of and/or close most cases and process the necessary internal accounting and statistical reports associated with monetary transactions performed by the court. Traffic/Criminal and Civil payments interface directly with their respective module.</li><li>• <b>Bond/Trust/Restitution Accounting</b><br/>Provides the court with the ability to update and inquire on bond, restitution, trust and agency records that have been processed by the court. Additionally, the court's check register is created from the transactions processed through the cash module and bond screen.</li></ul> |
| <b>Jury Management</b>      | <ul style="list-style-type: none"><li>• A comprehensive system from original juror draw through financial processing systems.</li></ul>  |
| <b>Prosecutor Interface</b> | <ul style="list-style-type: none"><li>• Provides courts utilizing this feature the ability to upload complaint information from the County Prosecutor's Office. It also allows the court to electronically transfer case information to and from the circuit court.</li></ul>  |

## Under Development

### **Web Ticket Payment**

- The Judiciary is working with the Executive Branch's e-Michigan Office and IBM to use the state's website to allow citizens to make payments on traffic tickets via the Internet. Payments are immediately applied to the ticket, including any necessary disposition updates and Secretary of State abstract submissions, without the need for court clerk interaction. Payment of traffic tickets for multiple courts may be made from one credit card transaction. The system is currently being used by the 15th District Court, 36th District Court, 38th District Court and the 62A District Court.

### **Next Generation Software Development**

- JIS and Trial Court Services are designing and developing a new Court Case Management System, which will integrate all court functions into one application, as well as utilizing advancements in technology. The new application will be written using Microsoft .NET technology, which is a flexible internet-based environment, and will be centrally hosted by JIS. The estimated 4.5 year project began in January, 2008. During this project, we will implement our partner counties of Berrien and Washtenaw, and then begin migrating the 240 court locations currently using JIS software to the new application.

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## Traffic/Criminal Module

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### Reports Generated on Request

(Most reports are available in either alphabetic or numeric order)

<b>Alcohol Report</b>	<ul style="list-style-type: none"><li>• A statistical report generated by judge to show actions taken on alcohol related cases.</li></ul>
<b>Appealed Case List</b>	<ul style="list-style-type: none"><li>• A list of cases which have appeal actions entered on the system.</li></ul>
<b>Attorney Index</b>	<ul style="list-style-type: none"><li>• A cumulative list of all attorneys in alphabetical order who have cases with future court dates.</li></ul>
<b>Audit Review List</b>	<ul style="list-style-type: none"><li>• This report shows detailed abstract information for auditable cases. It can be used to verify information contained on the annual drunk driving audit report prepared by Secretary of State.</li></ul>
<b>Case Index</b>	<ul style="list-style-type: none"><li>• An index sorted by defendant name or case number.</li></ul>
<b>Caseload Report</b>	<ul style="list-style-type: none"><li>• This report is used for reporting annual statistics to SCAO, and can be uploaded directly to CRS. An audit detailing all cases included in the report is included. Statistics are included from Traffic/Criminal and Civil cases.</li><li>• <b>Caseload Part 4</b> - This portion of the Caseload Report is also required by SCAO annually. It lists age of case at disposition and pending case age, and includes an audit of all cases reported. It can be requested at any time for internal use.</li></ul>
<b>CCW Report</b>	<ul style="list-style-type: none"><li>• Required monthly report produced for MSP detailing all concealed weapons civil infraction convictions.</li></ul>
<b>Crime Victims Report</b>	<ul style="list-style-type: none"><li>• This report is generated to comply with the reporting requirements of the Crime Victim Services Commission within the Department of Community Health.</li></ul>
<b>Delay in Criminal Proceedings</b>	<ul style="list-style-type: none"><li>• List of cases that are aged beyond the 98% guidelines. This quarterly report is required by SCAO and can be uploaded directly to CRS.</li></ul>
<b>Disposed Case List</b>	<ul style="list-style-type: none"><li>• A list of disposed cases sorted by police agency to be used for disposition of their cases.</li></ul>

<b>Drunk/Drug New Cases Filed</b>	<ul style="list-style-type: none"> <li>• SCAO Drug Case Information Management Fund and Drunk Driving Caseflow Assistance Fund Report. Summary and audit reports are provided.</li> </ul>
<b>Expired Activity</b>	<ul style="list-style-type: none"> <li>• A report produced to assist with case management. Post judgment cases will appear if the last scheduled date is at least 30 days ago and a bench warrant or license suspension has not been issued.</li> </ul>
<b>FAC, Warrant List</b>	<ul style="list-style-type: none"> <li>• A list containing cases which are at FAC/FCJ/FCPV status or have an outstanding warrant.</li> </ul>
<b>Non-Public Case List</b>	<ul style="list-style-type: none"> <li>• A list of all cases that are currently in non-public status.</li> </ul>
<b>Speedy Trial Report</b>	<ul style="list-style-type: none"> <li>• This report was required by SCAO in the past, but can still be used as an aid in case management. Two reports will generate when this report is requested, each with different aging criteria. Undisposed cases that have been arraigned and are at least 120 days old and all cases where a defendant is currently incarcerated will be included.</li> </ul>
<b>Warrant Entry/Cancellation List</b>	<ul style="list-style-type: none"> <li>• This report lists all warrants that were submitted to LEIN for entry or cancellation, using the Enter Warrant (EWR) screen.</li> </ul>

## Daily Date Generated Batch Reports

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| <b>Abstract / FAC Reports &amp; Error Reports</b> | <ul style="list-style-type: none"><li>• A list of all abstracts, FACs and immediate FAC terminations generated daily. These records can be sent to SOS electronically on a daily basis. These reports are used to identify records that may require corrections and those corrections can be made before records are submitted. These reports can also be requested individually for a specific date or date range, outside of the batch process.</li></ul> |
| <b>Bond Forfeiture Tickler</b>                    | <ul style="list-style-type: none"><li>• This report lists all cases where bonds have been ordered to be forfeited. A case appears on the tickler 28 days after the Order Forfeiting Bond has been printed or a tickler record has been added manually.</li></ul>  |
| <b>Delete Audit Reports</b>                       | <ul style="list-style-type: none"><li>• An audit of all cases that were deleted, transferred from one case number to another or one court location to another. Cases that have had the case number changed will also be included.</li></ul>   |
| <b>Deleted Bond Reports</b>                       | <ul style="list-style-type: none"><li>• A report generated for auditing purposes which lists all deleted bond, restitution, trust and agency records or paydowns from the past 30 days.</li></ul>   |
| <b>Drunk Driving Report</b>                       | <ul style="list-style-type: none"><li>• A list of all pre-adjudication drunk driving cases for purposes of tracking the 77 day status.</li></ul>  |
| <b>Party Calendar</b>                             | <ul style="list-style-type: none"><li>• An alphabetic list of all parties scheduled to appear in court for the current day. Traffic/Criminal/Probation and Civil parties are included in this list.</li></ul>   |
| <b>20% Assessment List</b>                        | <ul style="list-style-type: none"><li>• Separate reports for probation and non-probation cases listing all cases where the 20% late penalty automatically assessed through the date generated notices process.</li></ul>  |

# Traffic and Criminal Forms

## Immediate Generation

Bench Warrant  
Judgment after Bond Forfeiture  
Judgment of Sentence & Civil Infraction Judgment  
Notice to Appear & Civil Infraction Notice to Appear  
Order Delaying Sentence  
Order Forfeiting Bond  
Order of Acquittal / Dismissal  
Order of Nolle Prosequi  
Order to Set Aside Conviction  
Order to Show Cause  
Orders for Fingerprints & Destruction of Fingerprints  
Orders for Vehicle Immobilization and Impoundment  
Plea by Mail  
Pre-Trial Release/Custody & Bond  
Register of Actions  
Removal of Entry from LEIN  
Restricted License Form & Notice of Adjudication  
Subpoena  
Warrant Recall  
Order of Probation  
Substance Abuse Evaluation  
Assignment to Youthful Trainee Status

## Batch Generation (Part of Daily Generated Notices)

Abstract and FAC/FCJ/FCPV Records  
Default Judgment & Default Abstracts  
Notice of Non-Compliance  
Warrant Notice & Warrant Misdemeanor  
14-Day Notices for Traffic & Non-Traffic

## Individual Batch Generation

Address Labels  
File Labels (includes up to 3 counts)  
Postcard Notices to Appear  
Register of Actions on 8x11 Paper  
Register of Actions on Pre-Printed Forms – Felony and Misdemeanor



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# Probation Module

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## Reports

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| <b>Discharge List</b>                  | <ul style="list-style-type: none"><li>• A list of probation cases due for discharge during the time frame specified. This list can be sorted by probation officer in alphabetic or numeric order. A discharge exception list will be produced if there are any probation cases without a discharge date.</li></ul> |
| <b>Non-Payment of Restitution List</b> | <ul style="list-style-type: none"><li>• This report includes probation cases that have a balance due in restitution, and are due to be discharged from probation within the given dates.</li></ul>   |
| <b>Probation List</b>                  | <ul style="list-style-type: none"><li>• A report of all cases on Probation sorted by defendant last name as well as case number order. These lists can be sorted by probation officer.</li></ul>   |
| <b>Review List</b>                     | <ul style="list-style-type: none"><li>• Includes all cases that are on Probation that do not have a next action date. This list can be sorted by probation officer in alpha or numeric order.</li></ul>  |

## Probation Forms

Amended Order of Probation  
Assignment to Youthful Trainee Status  
Bench Warrant  
Discharge from Probation  
Judgment of Sentence  
Non-Payment of Restitution  
Notice of Adjudication  
Notice to Appear  
Order Delaying Sentence  
Order for Substance Abuse Evaluation  
Order of Probation  
Order to Show Cause  
Probation Violation Summons  
Removal from LEIN  
Restricted License  
Warrant Recall

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## Civil Module

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### Reports Generated on Request

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|---------------------------|--|
| <b>Appeal List</b>        | <ul style="list-style-type: none"><li>• A list of cases which have appeal actions entered on the system.</li></ul>   |
| <b>Attorney Case List</b> | <ul style="list-style-type: none"><li>• A cumulative listing of all attorneys in alphabetical order that have cases with future court dates.</li></ul>   |
| <b>Bench Warrant List</b> | <ul style="list-style-type: none"><li>• A list of all civil cases with outstanding bench warrants.</li></ul>   |
| <b>Case Age Report</b>    | <ul style="list-style-type: none"><li>• A list of all open cases prepared in oldest-case-first order. The age of each party in a case is calculated separately. The report is sorted by judge and case type.</li></ul>   |
| <b>Case Index</b>         | <ul style="list-style-type: none"><li>• A list of every party that has been entered in the Civil Module. It can be requested in alphabetical or numerical order.</li></ul>   |
| <b>Caseload Report</b>    | <ul style="list-style-type: none"><li>• This report is used for reporting annual statistics to SCAO, and can be uploaded directly to CRS. An audit detailing all cases included in the report is included. Statistics are included from Traffic/Criminal and Civil cases.</li><li>• <b>Caseload Part 4</b> - This portion of the Caseload Report is also required by SCAO annually. It lists age of case at disposition and pending case age, and includes an audit of all cases reported. It can be requested at any time for internal use.</li></ul> |

# Individually Requested Batch Notices and Pre-Lists

## **Default Notices**

- Default Application, Entry, Affidavit forms can be generated in batch mode for all cases that qualify for default. A pre-list can be requested for review of cases prior to running the batch process.

## **Notice of Intent to Dismiss for No Progress & Dismissal Non-Service/No Progress**

- Notices are generated for cases that should be sent either of these notices based on statutory guidelines. A combined pre-list can be requested for review prior to running the batch process.

# Daily Date Generated Batch Reports

## **Daily Review List**

- A report listing cases scheduled for review prior to the scheduled court event.

## **Delete Audit Report**

- An audit list of all deleted parties or cases from the past 30 days. It also contains a list of cases transferred from one case number to another or one court location to another.

## **Expired Garnishment List**

- A report that reflects garnishments that have expired and been closed through the date generated notice process.

## Civil Forms

### Immediate Generation

Bench Warrant  
Default Application, Entry, Affidavit  
Dismissal  
Dismissal Non Service/No Progress  
Judgment Civil  
Judgment Land Contract Forfeiture  
Judgment Landlord Tenant  
Judgment Small Claims  
Notice of Intent to Dismiss for No Progress  
Notice to Appear  
Order to Show Cause  
Register of Actions on Pre-Printed Form  
Register of Actions on 8x11 Paper  
Subpoena  
Warrant Recall

### Individual Batch Generation

Address Labels (for any party or attorney)  
File Labels  
Certified Mailers (3-part form for small claims cases)

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# Cash Module

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## Features

- ▶ Passwords required for each cashier
- ▶ Receipts immediately posted to respective case
- ▶ Financial ROA shows all assessments, adjustments and payments for case
- ▶ Cashier initials appear on all receipts and reports
- ▶ Provides totals for two separate cash drawers per register
- ▶ Software capable of running on a PC networked system
- ▶ System provides ability to:
  - Open and close individual cashiers daily
  - Receipt Traffic, Criminal, Probation, Civil and Miscellaneous payments
  - Take payment before the case is on the system
  - Dispose of and close most cases at the register
  - Immediately clear license suspensions when clearance fees are paid in full
  - Post and close bond, restitution and trust & agency records from receipt screen
  - Ring multi-receipts (one check - multiple cases)
  - Void and re-ring receipts
  - Re-print any receipt
  - Request register and individual cashier totals
  - Reconstruct register totals in event of power outage

# Cash Reports

## Reports used for Daily Balancing

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|------------------------------------|--|
| <b>Adjustments</b>                 | <ul style="list-style-type: none"><li>• A detailed list of voided receipts and re-rings, sorted by cash register.</li></ul>  |
| <b>Assessment Adjustments</b>      | <ul style="list-style-type: none"><li>• A list of all assessments that have been reduced or removed from a case. The reason for reduction is required, and will appear on the report, along with the initials of the clerk who made the adjustment.</li></ul>  |
| <b>Cash Detail</b>                 | <ul style="list-style-type: none"><li>• Four reports will generate when this option is requested: A list in receipt number order of all receipts generated, breakdown by cash code amount type, breakdown by account type, and amount of money received per drawer by cash, check, etc. Separate reports are generated for each cash register.</li></ul> |
| <b>Cash/Case Mismatched Report</b> | <ul style="list-style-type: none"><li>• This report lists any receipt that exists that does not match a case, charge or party on the system, or a venue conflict between the cash and case records. Separate reports are produced for Traffic/Criminal and Civil cases.</li></ul>  |

## Reports used for Monthly Balancing

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| <b>Closed – Balance Due</b> | <ul style="list-style-type: none"><li>• A report that lists cases closed with a balance due during the time frame specified.</li></ul>   |
| <b>Code/Payer Audit</b>     | <ul style="list-style-type: none"><li>• A detailed audit list of payments receipted through the cash module for a specific cash code. (Probation Oversight, Screening Fees, etc.)</li></ul>    |
| <b>Court Summary</b>        | <ul style="list-style-type: none"><li>• Contains totals by cash code and accounts breakdown for specified date range.</li></ul>  |
| <b>Crime Victims</b>        | <ul style="list-style-type: none"><li>• This report is generated in accordance with the Crime Victim Services Commission.</li></ul>  |
| <b>Monies by Venue</b>      | <ul style="list-style-type: none"><li>• The total amount of money collected during the time frame specified for all venues represented by the court will be included on this report.</li></ul> |

## **SOS Clearances**

- A report that indicates what cases have had the SOS clearance fee paid.

## **Transmittals**

- **State Fee Transmittal**

The State Fee Transmittal form which includes the totals (including voids and re-rings) for all state fees collected within a specified time range. An audit report is also generated, as well as a report of all non-state fee monies collected.

- **Local Transmittal**

A locally defined transmittal can be created to meet the needs of individual courts. An audit report and list of monies collected, but not included on the local transmittal, will also be produced.

## **Bond/Trust/Agency/Restitution Reports**

### **Account Activity**

- All postings, paydowns, voids, re-rings and deletes of bond, restitution and trust & agency accounts for a specified date range will be included in this report. This report can be used as a balancing tool for bond accounts.

### **Check Register**

- A list of all checks entered through the cash receipt screen or bond paydown screen for the day or date range specified.

### **Various Bond/Trust/ Agency Reports**

- A cumulative listing of open, closed or partially paid bond, restitution, trust, and court specified T&A accounts. The reports can be generated for any requested period of time.

## Collections Reports

### **Collections Reports**

- When this report is requested, three separate reports which are required by SCAO annually will generate: Summary Report of Outstanding Receivables by Cash Code and Case Type, Outstanding Receivables Aging Report and Payment/Adjustment Distribution of Assessments by Case Type and Payment Adjustment Year. Audit reports to support the data contained in each of these reports can also be produced.

### **Outstanding Receivables**

- This report provides a summary or detailed list of uncollected court fees with the options of omitting closed cases and cases over 7 years old or specifying the age of the delinquent cases. *Summary of Audited Accounts* is available to track outstanding receivables 0-2 years old and 2-7 years old.

### **Payment Distribution**

- This report shows a five year history of collection percentages for monies assessed by the court in a selected calendar year. An audit of uncollected monies is also available.